

## OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

NAME (LAST, FIRST, MI) \_\_\_\_\_ SSN \_\_\_\_\_ UNIT/STATE \_\_\_\_\_

\_\_\_\_\_ EMERGENCY CONTACT INFORMATION SHEET

\_\_\_\_\_ APPLICATION FOR ADMISSION TO OCS (AND/OR ATRRS)

\_\_\_\_\_ LETTER OF RECOMMENDATION

\_\_\_\_\_ SSN CARD (COPY)

\_\_\_\_\_ ETS DATE (MUST BE LATER THAN END OF COURSE) (PQR OR EXTENSION CONTRACT DA FORM 4836)

\_\_\_\_\_ ATTACHMENT ORDERS TO STATE TRAINING ORGANIZATION \_\_\_\_\_ TDY / TRAVEL ORDERS (AOCS \_\_\_\_\_ TRADITIONAL \_\_\_\_\_)

\_\_\_\_\_ PROMOTION ORDERS TO E-6 ( IF E-5 OR BELOW ) \* PER AR 600-8-19 (RAR) PARA 7-15b, dtd 16 September 2009

\_\_\_\_\_ BIRTH CERTIFICATE (COPY) DOB: \_\_\_\_\_ AGE AT COMMISSIONING \_\_\_\_\_ \* (NOT TO EXCEED 41 YEARS AND 364 DAYS)

\_\_\_\_\_ PROOF OF CITIZENSHIP (IF APPLICABLE)

\_\_\_\_\_ NAME CHANGE DOCUMENT (IF APPLICABLE)

\_\_\_\_\_ CHAPTER 2 COMMISSIONING PHYSICAL (DD 2808/2807-1) (DATE: \_\_\_\_\_) (MUST BE WITHIN 24 MONTHS PRIOR TO THE FIRST DAY OF SCHOOL ATTENDANCE per AR 40-501 para 10-23b )

\* (PHA) ANNUAL PERIODIC HEALTH ASSESSMENT IS REQUIRED IF PHYSICAL IS OVER 12 MONTHS OLD

\_\_\_\_\_ TAG LETTER (90 DAY WAIVER - TRADITIONAL ONLY) (EXCEPTION TO POLICY-CHAPTER 2 PHYSICAL) (IF APPLICABLE)

\_\_\_\_\_ MEDICAL WAIVER (AS REQUIRED) DATE COUNSELED \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\_\_\_\_\_ COLLEGE TRANSCRIPT: (MIN OF 60 SEM HOURS/ 90 QTR HRS – TRAD / 90 SEM HOURS AND A 4 YEAR DEGREE PRODUCING PLAN - AOCS)  
OFFICIAL TRANSCRIPT \_\_\_\_\_ QTR HRS \_\_\_\_\_ SEM HRS \_\_\_\_\_ DEGREE \_\_\_\_\_

\_\_\_\_\_ GT SCORE (MIN 110) ANNOTATED ON DA FORM 2-1 OR ENLISTMENT CONTRACT / SCORE: \_\_\_\_\_ (NON-WAIVERABLE)

\_\_\_\_\_ DD 214 (Certificate of release or discharge active duty) / DD 220 (Active duty report) / NGB 22 (Report of separation and record of service)  
REFLECTING ALL NATIONAL GUARD, USAR & ACTIVE DUTY TOURS (MUST REFLECT COMPLETION OF BCT AND AIT)

\_\_\_\_\_ WAIVER FOR NON-COMPLETION OF AIT (IF REQUIRED) \_\_\_\_\_ / 1 YEAR SERVICE (IF REQUIRED) \_\_\_\_\_  
DATE COUNSELED \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\_\_\_\_\_ OCS STATE ENLISTMENT OPTION (COPY OF DD FORM 1966) (IF APPLICABLE)

\_\_\_\_\_ SECURITY CLEARANCE – SECURITY VERIFICATION LETTER / E-QIP / JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)  
\* SECRET CLEARANCE WILL BE REQUIRED FOR COMMISSIONING

\_\_\_\_\_ MORAL / CIVIL CONVICTION WAIVERS AS OUTLINED IN NGR 600-100  
DATE APPROVED \_\_\_\_\_ \* MUST BE APPROVED PRIOR TO START OF COURSE (Application NGB 22-3)2007

\_\_\_\_\_ NGB 62 DRAFT

\_\_\_\_\_ ATRRS COMPLETION PRINTOUTS: PHASE I \_\_\_\_\_ PHASE II \_\_\_\_\_ PHASE III \_\_\_\_\_) MUST BE CODED “G” UNDER THE OUTPUT STATUS  
CODE FIELD FOR SUCCESSFUL GRADUATION OF EACH PHASE BEFORE PROCEEDING TO NEXT PHASE. MUST BE CODED “G” FOR ALL  
3 PHASES TO COMMISSION.)

\_\_\_\_\_ DA FORM 705 WITH PASSING APFT SCORE WITHIN 60 DAYS OF PHASE I (FILE IN PART VI)

\_\_\_\_\_ DA 5500-R OR DA 5501-R (AS REQUIRED) HT/WT \_\_\_\_\_ / \_\_\_\_\_ BODY COMPOSITION \_\_\_\_\_ % MAX ALLOWABLE \_\_\_\_\_ %  
(FILE IN PART VI)

\_\_\_\_\_ BIO'S (PROVIDE 3 COPIES)

QA REP: \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE)

QA NCOIC/OIC \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE)

MEETS PREREQUISITES: \_\_\_\_\_ DOES NOT MEET PREREQUISITES: \_\_\_\_\_ ( SEE REMARKS )

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

01 MAY 2011